

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duty of which is overseeing department operations on an assigned shift. Employees of this class manage subordinate personnel on the assigned shift, perform public relations duties, and oversee the collection of information for pre-fire planning, as well as directing activities at the scene of a fire or other emergency until relieved by a superior officer. Assistant Fire Chiefs are required to perform the duties of their position with a high degree of independence, with assignments received from and work reviewed by the Deputy Fire Chief. This class ranks directly below that of Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages operations in all fire districts on an assigned shift. Recommends management policies, goals, and objectives for the department. Assists in the research and planning for programs and activities of the department. Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents.

Completes any forms and records required to document department activity on the assigned shift. Compiles and organizes data needed for reports.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department when designated by the Fire Chief to do so.

Supervises all subordinate employees on an assigned shift. Holds meetings for the purpose of receiving reports or disseminating information. Inspects appearance of personnel to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules. Approves leave in accordance with Leave policy. Oversees and evaluates the work performance and reviews reports written by subordinates. Provides assistance to subordinates in technical

areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports.

Maintains discipline, including conducting corrective interviews and recommending disciplinary action to a superior. Prepares payroll records for personnel who work on his assigned shift.

Supervises subordinate employees at the scene of a fire or other emergency until relieved by a superior officer, and directs emergency scene operations such as size-up, forcible entry, ventilation, protection of exposures, fire extinguishment, salvage, and first aid operations. Takes charge of all safety procedures at the emergency scene. Participates in the handling of emergencies involving hazardous materials.

Collects or directs the collection of information for pre-fire planning. Insures that fire scenes are secured to prevent the removal or damage of evidence of possible arson.

Oversees the general care and maintenance of fire fighting apparatus and equipment, vehicles, and property.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of District Fire Chief immediately preceding closing date for application to the board.

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| BC | 08-07-73 |
| Rev | 06-16-75 |
| | 08-18-88 |
| | 03-18-92 |
| | 11-09-94 |
| | 11-04-04 |
| | 08-22-07 |